SETA IT Committee Meeting Minutes – July 25th, 2015

Attendees: Marshall W. (Chair), Waco M. (Alt Chair/Support), Jeff H. (Webmaster), Rick M. (CPC Chair), Richard B. (District 40 Rep), and Vern P. via GoToMeeting (District 32 CPC/PI Chair)

IT Committee	
Chair	Marshall W.
Alt. Chair	Waco M.
Secretary	(open)
Postmaster	Kyna D.
Alt. Postmaster	(open)
Webmaster	Jeff H.
Alt. Webmaster	(open)
Support	Waco M.
Alt. Support	Richard B.
Review	Betsy G.
Finance	Betsy G.

Call to Order: Marshall W. called the meeting to order at 10:05 am at the Spring Branch Memorial Club followed by the Serenity Prayer.

Service Material: Marshall W. read Concept 7 and Waco M. read Tradition 7.

Minutes: Jeff H. handed out the June 20th and July 11th minutes. Waco M. motioned to accept the June minutes as written, Marshall W. second – accepted. Waco M. motioned to accept the July minutes as corrected, Marshall W. second – accepted.

IT Chair: Marshall W.
- A flyer for the IT committee is needed so they can be handed out at Assemblies
- A display board for the IT committee is needed for Assemblies. The old CPC display board is with Jeff H.
- A banner for the IT committee is needed for assemblies.
- Special guests were recognized – Rick M. and Richard B.
- The NAATW attendee will be Jeff H. Jeff will pursue registration and travel arrangements.
- The Area Quarterly report needs IT committee input – committee members encouraged to provide input.
- At the Assembly, we assisted in setting up a projector and screen for the Delegate presentation. No issues but we did notice Melissa R.'s projector was dim – may require bulb replacement – Marshall W. will inquire with Melissa R. or, alternatively, determine if projector warrants replacement. Waco M. will check into pricing for service and/or replacement.
- Discussed the need for more committee display tables at the Assembly
- Waco M. suggested developing an online form to request IT Committee support services

Webmaster: Jeff H. –
- SETA website backed up on 07/25/2015 – 518 MB, 2217 files
- 17 postings – 7 flyers, 7 minutes, 3 page content – no issues
- I was requested to present on Anonymity On Line at a District 52 workshop on or around September 19th
- Participated in a demonstration of a new Assembly voting process presented by an area Ad Hoc committee

Postmaster: Kyna D. (provided by Marshall W.)
- Monthly payments to Gossimer continue
- Added new IT Liaison, Richard D, (District 40) to the IT Committee mail list.

Support: Waco M. –
- Three SETA asset custodial forms have been turned in
- Cable lock distribution and asset tagging continues
- Waco M. will check into purchasing Malware Bytes for SETA laptops

Review: Betsy G. – Since our last meeting, I have released 9 emails from SETA-Announce and SETA-All. In addition, I have reviewed all new postings on the web site and all were good as posted.

Finance: Betsy G. – not present – copies of report were reviewed and agreed on.

Southeast Texas Area Assembly
IT Committee
Financial Report July 2015

APPROVED 2015 BUDGET		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Remaining Budget
3 Quarterly Assemblies	$265.00				$87.75			$87.75						$175.50	$89.50
Area Convention	$250.00	$269.10												$269.10	-$19.10
Subtotal	$515.00	$269.10	$0.00	$0.00	$87.75	$0.00	$0.00	$87.75	$0.00	$0.00	$0.00	$0.00	$0.00	$444.60	$70.40
Other Expenses:															
Telephone (Hot Spot)	$150.00						$120.00							$120.00	$30.00
Printing	$50.00													$0.00	$50.00
Software	$450.00		$90.00					$135.00						$225.00	$225.00
Supplies	$250.00						$62.00							$62.00	$188.00
Registration Fees (website fees)	$175.00	$46.80				$61.00	$61.00	$61.00						$229.80	-$54.80
Room Rental	$100.00				$180.00									$180.00	-$80.00
Equipment	$1,400.00		$93.63				$178.61							$272.24	$1,127.76
Subtotal	$2,575.00	$46.80	$183.63	$0.00	$180.00	$61.00	$421.61	$196.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,089.04	$1,485.96
TOTAL	$3,090.00	$315.90	$183.63	$0.00	$267.75	$61.00	$421.61	$283.75	$0.00	$0.00	$0.00	$0.00	$0.00	$1,533.64	$1,556.36

Old Business:
- Several copies of Adobe Pro are available for download – Jeff, Marshall/Betsy need to download

New Business:
- Marshall W. will purchase another more robust power strip and extension cord for the IT Committee meetings.
- Continued discussions on proposed IT Committee flyer, display board and banner.
- Marshall W. requested that Richard B. consider stepping up as Alt Support. Waco M. described duties and responsibilities of the position. Richard B. has extensive audio/visual background. Richard B. agreed to accept the Alternate Support position – all were in agreement.
- PI/CPC Proposed Web Page Change – Vern P. and Rick M.
  A need was identified by the CPC and PI committees to create a SETA home page focused on the suffering alcoholic and professionals demographic. Rick M. explained the background and where they are in the process. Vern demonstrated what he had developed so far via the GoToMeeting presentation. He referenced other web sites such as South Dakota Area 63 and AA.org as examples of how a home page focus might be. Discussion points:
  o Suggested redirecting the current SETA home page as a link to another new home page of similar look and feel.
  o New home page focus would be on the suffering alcoholic and area AA related information.
  o This type of change would require workshops and voting at the Area level – this was understood by all.
  o Demonstration of the proposed web page layout and functionality to other SETA members may be best accomplished via an unpublished link on the SETA website to this new home page. Jeff H. offered to post this page on the SETA website – Vern needs to provide the page to Jeff to make this happen then a communication to evaluators could be sent.
  o Would PI/CPC champion this initiative?

o Vern P. suggested we convert our SHTML pages to HTML for security reasons as they are more susceptible to malicious attack.

Meeting was adjourned at 12:15 pm. The next monthly IT Committee meeting will be held on Saturday, August 22nd, 2015, at the Spring Branch Memorial Club (SBMC).

Respectfully submitted, Jeff H. – Webmaster

Rev 1